Process Name: Personnel Administration	Process Identifier: PA
Sub-Process Name: Approve Transactions	Sub-Process Identifier: PA-11

Sub-Process Purpose and Objectives: Review and approval of various types of personnel transactions	
Sub-Process Description: Various types of personnel transactions require rigorous review/audit and approval by Personnel prior to approval and final updating of the employee record. This sub-process was developed separately to simplify the representation of processes requiring this approval. The process begins when the transaction is entered into SEIS as a pending transaction. Personnel receives the transaction and supporting documentation from the agency. The documentation is reviewed and if additional information is required the agency provides the information. Once the review is final, the transaction is either approved or disapproved by Personnel.	
Sub-Process Trigger(s): `	**Key Sub-Process Participants:** ●

Inputs:

Input	Format	Volume/Time	Suppliers
Personnel master file	Database	45,000 active employees	Personnel and agency users
Personnel transactions (contained in the originating process)			

Outputs:

Output	Format	Volume/Time	Recipients
Approved and disapproved transactions (contained in the originating process)			

Process Name: Personnel Administration		Process Identifier: PA	
Sub-Process Name: Approve Transactions		Sub-Process Identifier: PA-11	

Performance Measures Tracked:

Measure	Approx. Value	Target Value

Laws, Regulations, and Policies That Govern Sub-Process:

Current Sub-Process Issues/Problems:

Improvement Opportunities:

Opportunity *Merge cells to link one Opportunity to multiple impacts)*	Organizational Impacts *(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)*	

Applications that Support the Sub-process

Application Name(s) *(Internal name and vendor's name)*	Technology Description *(Programming vendor, language, platform, database, etc.)*
SEIS	In house developed, COBOL, IBM mainframe, IMS

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Agency

- AP-1
- Collect and forward supporting documentation (depending on transaction)

Personnel

- Review/audit supporting documentation (hardcopy and system)
- Documentation complete
- transaction approved
- approve transaction
- New appointment
- AP-2
- AP-3
- disapprove transaction

SEIS

- Personnel information
- Approve transaction
- disapprove transaction